



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Scott Doubet  
Subject: Technical Vacancy  
Date: September 19, 2006

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, September 20, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Tuesday, September 26, 2006**. Applicants will not be accepted after that time and date. **Applications will be accepted from permanent IDOT employees only within the Division of Traffic Safety.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM V

Hazardous Materials Compliance  
Unit Manager  
Bureau of Safety Programs &  
Administrative Services  
Division of Traffic Safety  
Springfield

Attachments  
32217

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Tuesday, September 26, 2006**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **Applications will be accepted from permanent IDOT employees only within the Division of Traffic Safety.**



## Position Summary Sheet

An Equal Opportunity Employer

**Classification:** Technical Manager V  
**Position Title:** Hazardous Materials Compliance Unit Manager  
**Position Number:** PW415-23-70-303-30-01  
**Salary Range:** \$4,565 - \$7,750

IPR#: 32217

**Appointee:**

Name \_\_\_\_\_

Salary \_\_\_\_\_

Effective Date \_\_\_\_\_

Office Use Only

**Office/Central Bureau/District:**

Division of Traffic Safety/Bureau of Safety Programs & Administrative Services/Springfield

**Description Of Duties:**

This position is accountable for the administration of the Division's Hazardous Materials Compliance Program encompassing segments of industry engaged in the shipment and transportation of hazardous materials over Illinois highways to gain compliance with established hazardous materials transportation regulations.

**Special Qualifications:**

*The following criteria is required:*

- Valid Illinois driver's license
- Overnight travel

*The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of a master's degree.
- Exceptional knowledge of the Illinois and Federal Motor Carrier Safety Regulations (MCSR), Hazardous Materials Regulations (HMR) as well as other rules and regulations which govern the trucking industry and hazardous materials shippers.
- Ability to be certified and maintain numerous safety audit inspection certifications.
- A working knowledge of evidence within a civil administrative process.

**Remarks:**

***Mandatory attendance and successful completion of a series of training sessions is required. The training sessions will span a period of approximately 3 months. This training could be conducted at an out-of-state site.***

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	8/1/2006	<b>POSITION:</b>	Hazardous Materials Compliance Unit Manager
<b>APPROVED BY:</b>	<u>Daniel Thompson</u>	<b>OFFICE/DIVISION:</b>	Traffic Safety
<b>CODE:</b>	PW415-23-70-303-30-01	<b>REPORTS TO:</b>	Commercial Vehicle Safety Section Manager

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***Position Purpose***

This position is accountable for the administration of the Division's Hazardous Materials Compliance Program encompassing segments of industry engaged in the shipment and transportation of hazardous materials over Illinois highways to gain compliance with established hazardous materials transportation regulations.

***Dimensions***

Subordinate Personnel	7 Direct
Compliance Reviews	180 Annually
Compliance Check Forms Received	30,000 Annually
Compliance Check Forms Investigated	2000 Annually
Enforcement Actions Initiated	236 Annually
Value of Civil Penalties Issued	\$345 Thousand

***Nature and Scope***

This position reports to the Commercial Vehicle Safety Section Manager as do the Vehicle Inspection, Motor Carrier Compliance, Hazardous Materials Compliance and Regulations Training Unit Managers, and the Compliance Technician. The Hazardous Materials Compliance Officers report directly to this position.

The incumbent is responsible for ensuring that an acceptable level of compliance is attained within the constraints of the hazardous materials regulatory scheme which governs hazardous materials shipment and transportation. The incumbent is required to select the most appropriate course of action for achieving that goal within staff limitations and budgetary constraints. The incumbent must exercise considerable discretion when determining punitive sanctions to ensure that a prudent expenditure of staff effort is applied in the most meaningful circumstance. Further, punitive sanctions may include recommendations of monetary penalties and s/he must be aware of the subsequent impact upon industry in accordance with the statutory requirements to consider the ability of violators to continue operations. Additionally, when it is apparent that training for industry may play a role in gaining compliance, the incumbent coordinates efforts with the Regulations and Training Unit Manager.

The incumbent is challenged to select the most appropriate technique for gaining compliance by identified offenders without unduly penalizing the company as well as to identify appropriate measures to address attempts to conceal non-compliance. Several correction action options are available including: informational and training programs; warning letters/citations as defined by statutes; examinations/investigations of facilities; or the application of sanctions/fines. A routine problem the incumbent faces is assessing a companies profile in an effort to reasonably determine a penalty level to be imposed for non-compliance matters. An appeal process may include a follow-up to the compliance review and a review of fines to determine if a fine adjustment warranted.

The incumbent is personally accountable for the establishment of subordinate caseloads, ensuring that reviews and proposed actions are consistent with regulations and supported by evidence gathered. S/He conducts the initial review of all compliance check forms to assign cases in accordance with staff capabilities and closely monitors the development of each case in order to be responsive to managerial and legal inquiries. The incumbent also reviews the proposed course of action to determine consistency with precedents established for similar circumstances. S/He also ensures that departmental policies and procedures are consistently applied in monetary penalty recommendations. S/He may plan and conduct investigations in sensitive cases. The

incumbent continuously reviews applicable regulations and makes recommendations for revisions to increase levels of compliance and promote a safety transportation environment.

The incumbent accomplishes accountability through the following staff:

Hazardous Materials Compliance Officers (7), who review compliance check forms and compare citations with regulations to determine invalid, minor and major violations; prepare correspondence to close cases involving invalid and minor offenses; and conduct investigations of major violations to identify appropriate sanctions including monetary penalties for offenders.

The incumbent is responsible for providing interpretations on “grey area” matters within regulations pertinent to hazardous materials transportation compliance. S/He exercises wide latitude in the development and implementation of inducements to gain compliance by affected industry. The incumbent may select from a range of possible sanctions/measures, but is limited to recommendations for the decision of the Section Manager and Bureau Chief. S/He has authority for recommending salary changes for subordinates and for recommending hiring or firing of personnel.

The incumbent maintains frequent contact internally with the legal staff of the Office of the Chief Counsel regarding cases in the sanction process, and cooperatively with the other unit managers to coordinate necessary field investigations. Externally, s/he is also in frequent contact with the Department of Law Enforcement with respect to citations, investigations and enforcement activities; both legal and managerial representatives of regulated industry, and some contact with media representatives as necessary. Travel, primarily within the State, is necessary to conduct investigations of alleged violators.

The effectiveness of this position is measured by the quality of the Hazardous Materials Compliance Program as determined by an acceptable level of compliance with applicable regulations. Effectiveness is further determined by the validity and thoroughness of evidence supporting the application of sanctions or other corrective measures.

### ***Principal Accountabilities***

1. Reviews all investigative reports to determine and recommend an appropriate course of action to gain industry compliance with hazardous materials transportation regulations.
2. Conducts necessary inquiries and investigations to establish the basis for recommendations regarding the application of sanctions.
3. Provides interpretations of applicable regulations as necessary to ensure compliance.
4. Provides essential information to the Office of Chief Counsel to support the sanction process.
5. Identifies trends in citations/violations to recommend the development of information and training programs for enforcement/industry personnel in order to increase compliance levels.
6. Monitors regulations and violations to identify the need for regulatory revisions and recommends changes to the regulations in an effort to increase compliance levels and promote a safety transportation environment.
7. Trains, motivates and evaluates subordinate staff to most effectively improve overall compliance with regulations.
8. Demonstrates competency and maintains proficiency through successful completion of initial and recurrent training and certification programs as required by the state or federal policies.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.